



AGENCY PROMOTIONAL EXAMINATION
OFFICE OF THE STATE COMPTROLLER
STATE COMPTROLLER DIVISION DIRECTOR
(ADMINISTRATIVE SERVICES DIVISION)

ANNUAL \$105,623
SALARY: \$144,021

SALARY
GROUP: MP 70

APPLICATION CLOSING
DATE: MAY 7, 2015

EXAM
NO: 150520APFD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Office of the State Comptroller this class is accountable for directing the programs and activities of the Administrative Services Division.

MINIMUM QUALIFICATIONS REQUIRED

THIS **AGENCY PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **OFFICE OF THE STATE COMPTROLLER** WHO BY **MAY 7, 2015** HAS PERMANENT STATE STATUS*, SIX MONTHS SERVICE IN THE **OFFICE OF THE STATE COMPTROLLER**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Ten years of experience in accounting, auditing, business administration with a major emphasis in an accounting area, the administration of employee pension plans or other benefit programs, or legal experience in the area of benefits administration.

SPECIAL EXPERIENCE: Three years of the General Experience must have been in a managerial capacity. (1) Managerial capacity is defined as formulating program goals and objectives, developing and implementing program procedures, initiating program policies, developing and monitoring the budget. (2) For state employees managerial capacity is defined at or above the level of Accounting Manager or State Comptroller Assistant Division Director.

SUBSTITUTIONS ALLOWED: (1) College training in accounting or business administration may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in accounting or business administration may be substituted for one additional year of the General Experience. (3) Certification in any of the following may be substituted for one additional year of the General Experience: Certified Public Accountant or Certified Internal Auditor. (4) A law degree from an accredited school of law may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of relevant agency policies and procedures pertaining to overall agency and specific division; considerable knowledge of operations of state departments and institutions; considerable knowledge of governmental and commercial accounting principles and practices; knowledge of collective bargaining process; knowledge of data processing systems and operations; considerable interpersonal skills; considerable oral and written communication skills.

THE EXAMINATION WILL BE COMPOSED OF:

PART
EXPERIENCE AND TRAINING

WEIGHT
100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by **May 7, 2015**. Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). **If faxing materials, keep a copy of your completed application form and exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by June 19, 2015. A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Office of the State Comptroller.

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

7197

April 22, 2015

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.

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